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L A W S

OF THE

T O R O N T O

P U B L I C L I B R A R Y.

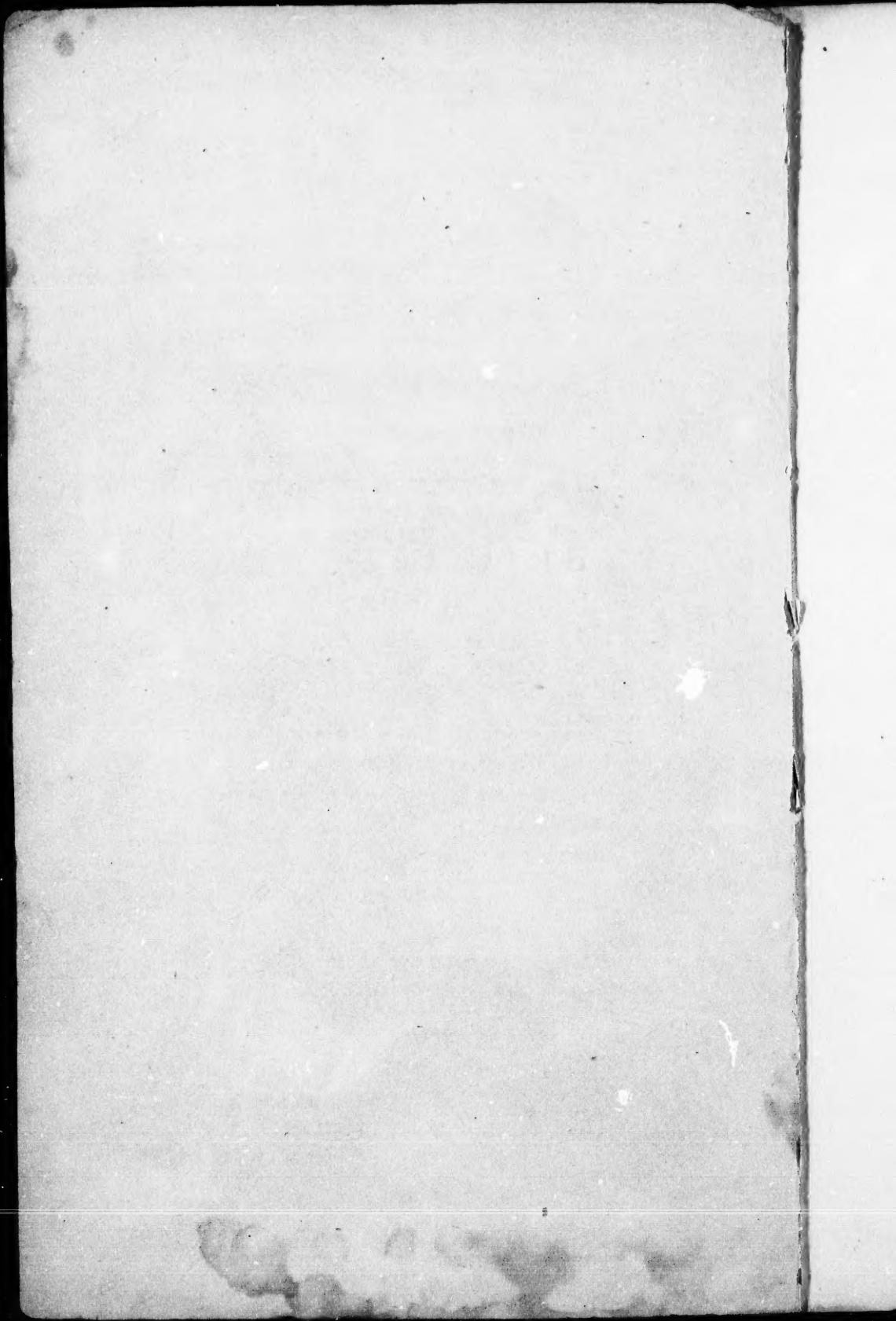
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INSTITUTED 27th OCTOBER, 1842.

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TORONTO:  
PRINTED AT THE BRITISH COLONIST OFFICE.

1842.



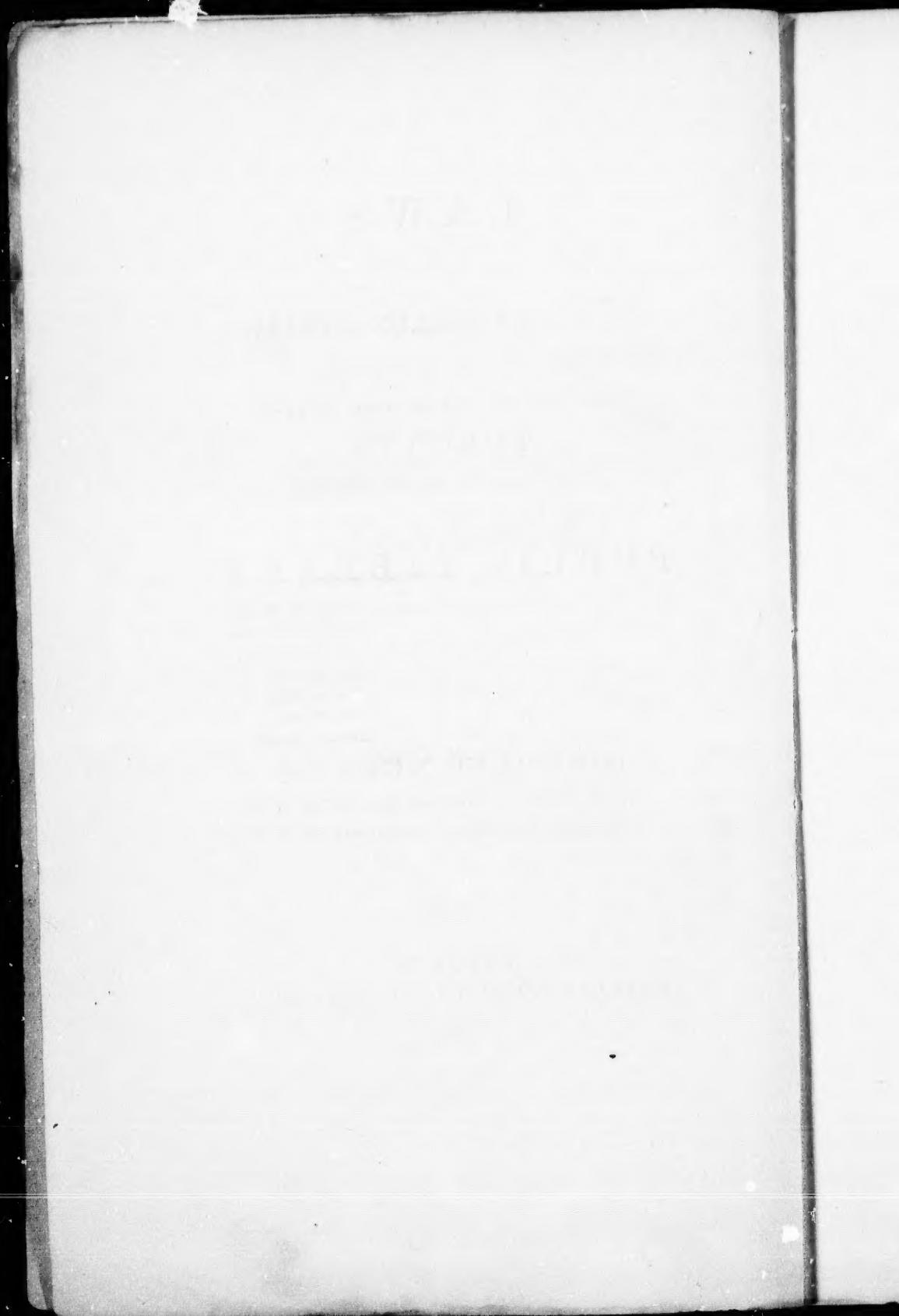
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## TORONTO PUBLIC LIBRARY.

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### OFFICE-BEARERS FOR 1842-3.

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Hon. H. SHERWOOD, Mayor, *President.*

JOHN CAMERON, Esquire, *Vice President.*

JAMES WATSON, Esquire, *Treasurer.*

JOSEPH C. MORRISON, Esquire, *Secretary.*

#### Committee of Management:

Messrs. Thomas G. Ridout,	Messrs. George D. Wells,
Dr. Widmer,	Thomas Clarkson,
Charles Berczy,	John McGlashan,
William B. Jarvis,	John Balfour,
Rev. John Jennings,	Charles Daly,
Dr. Telfer,	John Shaw,
Walter Macfarlane,	Thomas Ewart,
W. M. Kelly.	

ENTRANCE MONEY..... £1 0 0

QUARTERLY SUBSCRIPTION..... 0 2 6

TORONTO, 1ST DECEMBER, 1842.



# L A W S

## REGULATING THE MANAGEMENT OF THE TORONTO PUBLIC LIBRARY.

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### G E N E R A L L A W S.

#### Declaratory Laws.

I. The Institution shall be called THE TORONTO PUBLIC LIBRARY—and the date of its commencement is hereby declared to be the 27th of October, 1842.

II. The object of the Subscribers is to procure for their common use, a Collection of Books of general and permanent interest.

III. The Books, Furniture, &c., belonging to the Institution, become the joint property of the Subscribers; when a Member dies, his right, descends to his executors and successors; and this law shall not be altered without the consent of all the members individually.

IV. The TORONTO PUBLIC LIBRARY shall not be dissolved, nor the Books disposed of without the consent expressed in writing of nine-tenths of all the Members individually ; and this Law shall not be altered, unless a similar consent is obtained.

**Committee of Management.**

V. A Committee shall be chosen by the Subscribers annually, at their October Meeting to manage the affairs of the Library. It shall consist of a President, Vice President, Secretary, Treasurer, and fifteen other Members; five of the last shall retire annually in rotation :—five Members shall constitute a quorum. Any vacancies in the Committee shall be supplied by the Subscribers, at the first General Meeting after they occur.

VI. The President, or, in his absence, the Vice President shall call and Preside at all Meetings, and shall keep order, and regulate the business of every Meeting. He shall on no account allow the introduction of motions or discussions regarding subjects unconnected with the objects of the Society, stated in Rule II.

VII. The President, or in his absence, the Vice President shall be obliged to call an extraordinary General Meeting, if a written request signed by at least ten Members be sent to him, specifying the purpose of the Meeting.

VIII. The Secretary shall give intimation of General and Committee Meetings to the Members, and minute their proceedings.

IX. The Treasurer shall receive the Subscription Money and Quarterly Contributions. He shall not pay any money without an order from the Committee of Management.

X. The Committee shall meet on the Wednesday preceding every Quarterly Meeting, or oftener, if called by the President ; and every Member neglecting to attend

within half an hour after the hour at which the meeting is called, shall be fined six-pence : no excuse shall be allowed except sickness or absence from town.

XI. The Books of the Treasurer, Secretary, and Librarian shall be laid before the Committee at all its meetings.

XII. The Committee shall appoint three of its number to act as a Sub-Committee, during pleasure. They shall meet monthly to examine the Secretary's, Treasurer's, and Librarian's Books, and shall report to the Committee at its Quarterly Meetings.

XIII. The Meetings of the Committee of Management shall be open to all the Subscribers.

XIV. The Committee shall not purchase Books in any one year, to a greater amount than the free proceeds of the funds of the Library for that year unless they have the sanction of a General Meeting.

#### Admission of Members.

XV. Candidates for admission must be recommended by two of the Subscribers, by letter addressed to any of the Office-bearers.

XVI. They may thereupon be admitted by the Librarian, subject to the approval of the next General Committee Meeting, and being entered in the Minutes shall be considered as complete evidence of their being Members of the Institution, and entitle them to all the privileges thereof. The Secretary shall give a Certificate, or extract from the Minutes of such entry, if required.

XVII. Ladies are admissible, but can act and vote at General Meetings only by Proxy ; such Proxies being Subscribers.

XVIII. Subscribers may transfer their shares in the property, upon paying two shillings and six-pence to the Funds, and one shilling to the Librarian, besides all arrears

that may be due by them to the Library; provided the persons to whom they propose to transfer their share be approved of by the Committee of Management.

XIX. Any Member, on making the requisite payments, may hold *two or more* shares, and shall be entitled to an allowance of Books corresponding to the number of shares so held, but no member shall, in any case have more than one vote in the deliberations of the Society.

XX. Honourary Members, if approved of by two-thirds of two successive General Meetings, may be admitted, for life, free of expense, so far as regards the entry Money, and in special cases, if also approved of by two-thirds of two successive General Meetings, may be exempted from the Quarterly Contributions, but shall have no power to transfer the privileges so conferred on them.

**Entry Money and Quarterly Contributions.**

XXI. Every Subscriber shall, on admission, pay such sum of Entry Money and Quarterly Contributions as shall from time to time be fixed upon by a General Meeting, and also, on entry, shall pay a fee of one shilling to the Librarian. The Quarterly payments shall be made in advance; and if the Member has not been admitted at a quarterly meeting, he shall pay a proportion of the contribution for the time to run of the current quarter. The Entry Money and Quarterly Contribution shall not be altered without the consent of three-fourths of a General Meeting duly constituted.

XXII. Subscribers in arrear, shall neither have Books from the Library, nor votes at a General Meeting, and if they continue twelve months in arrear, they shall after receiving from the Secretary, two successive applications, at the interval of at least fourteen days, be declared to have forfeited all right and interest in the Library.

XXIII. Any Subscriber going to the country, by giving intimation thereof to the Librarian, returning the Books

he has in his possession, and paying up his arrears, may retain his right in the Library, upon paying three-pence for every month he is absent from the District, but if the monthly payment be not paid up every two years, he shall loose all right in the Library.

XXIV. Every Subscriber neglecting to pay his quarterly contribution to the Treasurer or Librarian, within one month after the Quarterly Meeting, shall be fined three-pence.

**General Meetings.**

XXV. The Subscribers shall meet quarterly on the second Friday of January, April, July and October, or oftener, if called by the President. The motions to be decided upon at all General Meetings, shall be specified in the circulars calling the Meeting.

XXVI. No General Meeting shall be held as constituted, to the effect of receiving or adopting any motion, unless there be at least fifteen Members present. The Meeting shall be counted half an hour after the time mentioned in the circulars, and if a sufficient number be not then present, it shall be immediately adjourned. Members absent from any General Meeting, whether the Meeting called may have been constituted or not, shall be fined three-pence, except in cases of sickness or absence from town.

XXVII. The business of the General Meetings shall be proceeded in as follows:

- 1st. Quarterly Contributions collected.
- 2nd. Minutes of the preceding General Meeting, and of subsequent Committee Meetings, read.
- 3rd. Motions heard and considered.

**Motions Affecting the Laws.**

XXVIII. Proposals to alter or to add to the General Laws, may be received or rejected by a majority of votes, at any one General Meeting, but they shall not be finally adopted without the sanction of three-fourths of a subsequent

**General Meeting.** When a motion is proposed at a General Meeting, and received by a majority of the Members, it must be exhibited in the Library Room for at least two months before the next Meeting, unless the latter be called earlier by order of the Meeting, at which the motion is proposed; in which case the motion must be exhibited as long as possible before the second Meeting. The tenor also must be stated in the circular calling the second Meeting. Motions for altering the General Laws of the Library, for levying money from the Subscribers, or for disposing of the property of the Institution, shall not be adopted without the sanction of three-fourths of the Members voting at the second Meeting, at which such motions are considered. These Rules, however, shall not apply to the provisions of Rules III. and IV.

**XXIX.** Motions regarding the By-Laws, and ordinary business of the Library, may be adopted or rejected without delay, by a majority of votes at any General Meeting.

**XXX.** Proxy votes delegated to any of the Members, or addressed to the Office-Bearers of the Library, shall be received, provided, in the former case, that the Proxies are Subscribers, and produce their constituents opinion in writing on the question before the Meeting.

#### **Selection and Purchase of Books.**

**XXXI.** A Book shall be kept in the Library, in which the Members may inscribe the titles of the books they wish to be brought into the Library, from which the Committee shall select and exhibit in the room for fourteen days at least, a List of the Books proposed to be purchased by them. If twelve Members object to any of these books, they shall not be purchased before the next General Meeting, but if the objection is not then insisted on, it shall be considered to be withdrawn, and the books held to have been approved of in the usual manner.

XXXII. One-third at least of the free annual revenue of the Library shall be devoted to the purchase of such Standard Books as may have been previously selected in the regular manner, and the time of purchase left to the discretion of the Committee.

XXXIII. Notice of Meetings for the selection of Books shall be exhibited in the Hall of the Library, eight days previous to the day of meeting.

NOTE.—All the Meetings of the Committee are open to the Members.—*See Rule XIII.*

XXXIV. The General Meeting shall have the power of directing the re-printing of the Catalogue, and the printing of Appendices as often as may expedient, and of ordering these to be given or sold to every Subscriber.

XXXV. During the period the President continues in Office, he shall have the power of ordering Books of his own selection to the amount of three pounds, such Books to consist of recent Tracts—Political, Local, Literary, and Religious—their prices not to exceed ten shillings.

#### **Laws Regarding Fines.**

XXXVI. Fines are of five classes:

- 1st. Non-attendance at Meeting—Rules X. & XXVI.
- 2nd. Irregular payment of contributions—XXIV.
- 3rd. Irregular return of Books—P—Laws VI. & IX.
- 4th. Losing, mutilating or defacing the Books—By-Law XI.
- 5th. Members lending Books out of their own families—By-Law XIII.

XXXVII. All fines to be paid immediately on intimation, otherwise the Member fined is held to be in arrear, and liable to be deprived of the privileges of the Library. Appeals against fines alleged to have been improperly levied, may be made to the General Meeting. A verbal intimation by the Librarian, that a fine is incurred, shall be deemed sufficient.

**Librarian and Clerk.**

XXXVIII. A Librarian and a Clerk shall be chosen annually. The salaries of these Officers shall not be altered without the sanction of a majority of the Members present at two successive General Meetings.

XXXIX. The Librarian must attend personally, or provide a substitute, to the satisfaction of the Committee, at the times appointed for the Library being open.

XL. It shall be his duty to enforce all the Regulations in the General and By-Laws applicable to the giving out and regular return of the Books placed under his care.

XLI. If he give out any Books to Subscribers who may be in arrears, he shall be responsible for such arrears, provided the arrear list has been previously furnished.

XLII. He shall be responsible for the property entrusted to his care, and must find security to the satisfaction of the Committee.

XLIII. He shall act as Sub-Treasurer in collecting all entry monies, quarterly contributions, and fines, not paid at the Quarterly Meetings, for which he shall regularly account to the Treasurer. It shall also be his duty to address and send away the Circulars.

XLIV. The Librarian shall examine the Books returned, and if he find any one damaged, he shall place the word "damaged" immediately after the date of its return; and shall on no account give it out again until it be laid before the Committee.

XLV. The Clerk shall keep up the Ledger from the Cash Book and Fine List, and regularly furnish the Librarian with the arrear lists at the expiry of one month after the Quarterly Meetings.

## B Y - L A W S .

I. The Library shall be kept open on such days and at such times, as may be ordered from time to time by General Meetings.

II. The Librarian shall not give out to any Subscriber more than        vols. 8 vo. or smaller size, with a Pamphlet or Magazine, or        volume, folio or quarto, together with another volume of a smaller size, and a Pamphlet or Magazine. To the holders of more than one share he shall give out the same number of volumes for each share so held.

III. In applying for Books each Member shall hand the Librarian a written list, with instructions to furnish the first Books on the list that are in the Hall. Those individuals who have not such lists shall not be attended to by the Librarian while there is a Member in attendance provided with one.

IV. The Periodical Magazines and Reviews shall not be kept out longer than        days for the first        months after they have been received into the Library, nor longer than        days for the next        months thereafter.

V. All other Books for        months after they have been received into the Library, shall not be kept out longer than        if octavos or under, nor two weeks if folios or quartos ; but the Committee of Management shall have power to prolong or shorten these periods of reading as they may think proper.

They shall also have the power of continuing the limitation of such Books as are in general demand, provided that the time allowed at the expiry of        after the introduction of the Books exceed that of the original limitation.

VI. The Penalty for not returning such Magazines, Reviews, or other Books, on the evening of the day on which they are due, if the Library be then open, or the first

night thereafter that the Library is open, shall be three-pence, and for every night the Library is open and such Books not returned, three-pence.

VII. All Books ordered to be returned within a particular time under a penalty, must be returned at least half an hour before the usual time of shutting the Library, otherwise the penalty shall be held as incurred.

VIII. The Librarian shall mark on the boards or cover of such Books, Magazines, and Reviews, as come under the above Rules, the date of receipt thereof into the Library, the time they may be kept out, and the penalty for not returning them within the limited period.

IX. All Books not coming under the above Rules may be kept out and if wanted by any other Subscriber, the Librarian, shall after the expiry of that period, send notice by post, to return the Book wanted; in which case it shall be returned the next night that the Library is open, under the penalty of three-pence, and under a like penalty of three-pence for every night the Library is open thereafter, and such Books not returned. And no Book shall on any account be kept out longer than although not written for, under the penalty of one shilling and three-pence, and a further penalty of one shilling and three-pence for every additional month that the Book is kept out. The fine to be held as incurred after the commencement of each month.

X. Books returned by a Subscriber shall not be again given out to him until the lapse of one free night of the Library being open, exclusive of the night on which they were returned.

XI. When any Book is discovered, either by a Member or by the Librarian to be damaged, and the Member in whose hands the damage was sustained is not known, the Committee shall call before them as many of the Members

who had out the Book as shall be thought necessary for the purpose of investigation ; and the Member in whose custody the damage was sustained being ascertained to the satisfaction of the Committee, they shall exact from him a fine equal to the injury done, it being in his option to pay such fine, to replace the Book by another, or get it repaired, to the satisfaction of the Committee.

XII. The Librarian shall be furnished with a list of the more valuable Books belonging to the Institution, none of which he is on any account to give out except to Members applying personally or sending written and signed orders, which documents shall be preserved by the Librarian as vouchers for the safe return of the Books. The Books included in this List shall, in terms of General Law XLIV. not be returned to the shelves till examined by the Librarian or by a member of the sub-committee.

XIII. Members convicted of lending the Books of the Library out of their own families shall be fined two shillings and sixpence for the first offence, five shillings for the second, and for the third shall forfeit all right in the Library.